

The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Mardona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoke in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales, U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



City of Torrance

City Manager's Office
Civil Service/Human Resources Division
3231 Torrance Boulevard
Torrance California 90503

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Websites: <http://www.TorranceCA.Gov>

<http://www.torranceca.gov/523.htm#>

City of Torrance

**Invites Applications
for
LIBRARY PAGE
Job Code 14050619**



WWW.TORRANCECA.GOV

LIBRARY PAGE (Non-Civil Service)

(Job Code 14050619)

The City of Torrance is looking for Library Pages who can work at either the central or branch libraries. Library Pages perform basic library functions such as answering telephones and simple directional inquiries; checking out books and other materials to patrons; checking in materials; shelving, straightening, and retrieving books and other materials; maintenance and repair of library materials; shelf searching for lost items; routine typing and filing such as book cards and spine labels; mail and supply delivery and distribution; and stocking and troubleshooting printers/copiers.

WORK HOURS

The ideal candidate will be able to:

Work year-round, approximately 20 hours per week, including evenings. Most positions will require Saturday hours. Library work hours are 9:00 a.m. to 9:00 p.m. Monday - Saturday. The Library is open selected Sundays during the school year, September – June.

Ideal candidates will have strong written and verbal communication abilities; excellent customer service skills, and familiarity with current technologies.

Pages generally work 4 hours per day, five to six days per week including evenings and Saturday. All Sunday hours are voluntary.

SALARY

\$9.09 - \$9.35 - \$9.55 - \$9.79 - \$10.30

MINIMUM REQUIREMENTS

Ability to read, write, and perform simple arithmetic, spell accurately, and to learn new skills. Applicants must have the strength and agility necessary to lift, carry, and shelve books and **must be 16 years of age or older**.

Possession of a valid driver's license is desirable.

APPLICATION PROCEDURE

Interested candidates MUST apply on-line at www.TorranceCA.Gov.

Opens: Tuesday, May 20, 2014 at 7:30 a.m.
Closes: When 100 applications have been received or Tuesday, May 27, 2014, at 5:30 p.m., whichever comes first.

EXAMINATION

All applicants who successfully complete a written test of basic skills (pass/fail) will be invited to an interview and qualifying performance test. The written test (pass/fail) is tentatively scheduled for Wednesday, June 11, 2014. Interviews (weighted 100%) and qualifying performance test will tentatively take place on Wednesday, June 25, 2014.

LIBRARY LOCATIONS

You will need to be available to work at one of these locations. Location and hour availability to be discussed at the written examination.

Katy Geissert Civic Center Library
3301 Torrance Boulevard

El Retiro Library
126 Vista Del Parque

Henderson Library
4805 Emerald Ave.

North Torrance Library
3604 Artesia Blvd.

Southeast Library
23115 S. Arlington Ave.

Walteria Library
3815 W. 242nd St.

SPECIAL NOTES

In accordance with the Memorandum of Understanding between Torrance Library Employees Association — AFSCME Local 1117 (hereafter referred to as TLEA), and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to AFSCME Local 1117.

If you would like more information pertaining to this position, contact Human Resources at jobinfo@TorranceCA.Gov.

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **PRIOR** to May 27, 2014.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.